

**Space Family Education, Inc.**  
**Board of Director's Open Meeting**

*Director Report*

**Staffing**

**Resignations:**

No report

**New Hires:**

Ms. Kelli accepted the position for Room 8.

**Other:**

Ms. Hirning reported that parents in rooms 1, 3, and 5 are concern about the teacher to child ratio at times. Ms. Hirning will assess the concern to determine the best course of action.

**Operations**

**Facility:**

A correction to last month minutes was made regarding the snake that was found on the playground. It was a coral snake, not a copperhead. Ms. Hirning reported that we have an exterminator working on problem. Ms. Garcia made a reference to a very informative email that was sent in by one of the parents with information on some indigenous snakes. As for the concern about snakes around woodpile and dead tree, Ms. Vandersan reported seeing a dead tree on or near the fence against the woods that might need to be removed. It was later identified as a tree fallen onto the fence, possibly from one of the thunderstorm.

Ms. Nancy has finish collecting all the updated contact information. She will update the lists and provide them to Mr. Nguyen and all the room captains and alternates. A clarification was made that anyone on the contact list is authorized to pickup the child. Ms. Hirning also pointed out that with all the near term Center activities (i.e. Fall Carnival, Thanksgiving Feast, etc...), non-badged family members and friends that are not on the list will need visitor badge to come onsite. Parents should arrange for visitor badge/permission with security well in advance. The Center will let parents know in advance about upcoming events to arrange for visitor badge or permission. For those with their names on the contact list (also authorization to pickup) they can use their photo ID to get on site for Center events, but they should tell security that they're picking up the child rather than just coming for the event. Some parents reported that the security checks are very inconsistent.

Ms. Hirning bought an infant car seat, and she still need to look for a child car seat.

**Special Events:**

Ms. Hirning reminded everyone that the Fall Carnival is next Friday, October 26. We still need candies and drinks for kids. Some parents asked about the possibility of having the carnival (or some events) on weekends, because they could not leave work to what the kids

or work at the booths. Ms. Hirning reminded them that the teachers would take care of the kids for those that could not come. Ms. Lewis suggested having the carnival run to 6pm to allow parents to have more time with the kids. Ms. Hirning stated that it might be better to adjust the time next year.

The pumpkin parade is on October 25<sup>th</sup>. The teachers will take of that activity. Rooms. 6-9 will be trick-or-treating through JSC buildings (1, 16, 12 & 45) on October 31. Parents should man the route to surprise the kids. Lynn Buquo will organize sponsors for each building.

Ms. Hirning is putting together plans for Thanksgiving and Christmas mini camp. The annual Thanksgiving Feast is planned for November 17 and possibly canceling the November BOD meeting.

**Other:**

The emergency transportation form is done, and it is distributed for parents to sign. Ms. Hirning brought up the question about what to do when parents refused to sign the form and the need for a plan to address it. Ms. Vanderson asked what are the reasons given. One parent that was present replied that the reason/need for the form is unclear, and that with all the contact telephone numbers (work, home, pager, cell, etc...) provided the Center should be able to get a hold of the parents. Much of the discussion was about the reason/need for the emergency transportation form, which circled around the September 11<sup>th</sup> evacuation. Many of the parent's questions weren't answered satisfactorily and the discussion was tabled with the action for Mr. Nguyen (secretary) to discuss and resolve the issue with those parents having problems with the emergency transportation form. The Board also has the action to incorporate the policy surrounding the emergency transportation form into the Parents Handbook.

***Committees Report***

**Education Curriculum**

Ms. Hirning reported the price for the Saxon Math Kit, which she got from a recent convention she attended. Ms. Hirning likes the Saxon's package and would like to have it for the center. The cost is \$150 per year, per room. The Board Treasure was tasked to look into it and determine whether we can afford it or not.

**Playground**

A question was raised about how much we made from summer camp. Ms. Garcia (treasurer) was asked to provide the net amount that could be used for the playground to Mr. Bryan Kelly (playground).

**Newsletter and Web Page**

Mr. Nguyen reported that the webmaster still hasn't receive an electronic copy of the newsletter for the web page. Ms. Lewis stated that she need to know when the electronic version is available on the web page so she can notify those without access to a hardcopy of

the newsletter (mostly those on the waitlist) to get one off the web page. Mr. Nguyen was tasked to contact Mr. Crucian (newsletter) about getting the electronic copy.

**Room-1** (Alene Farrar)

Parents in the room complained that at times only two teachers were in the room instead of three, or that the teacher to child ratio was below the norm. In some instances, Ms. Hirning stated that it was caused by the substitute being delayed at the gate. Ms. Hirning will make sure the ratio it kept up.

A question was brought up about an inappropriate comment made by one of the substitute teachers. Ms. Hirning reported that it was a misunderstanding, and both teachers, the one made the comment and the one passed it on to the parents, were reprimanded. No other disciplinary action was taken and the teachers were reassigned accordingly.

**Room-2** (Lianna Rodriggs)

One parent complained about not having enough teachers in the room during lunch, six children to one. It was later determined to be no issue; four children were sleeping, two were awake, and the other teacher was out walking with two children.

**Room-3** (Pam De La Cruz)

No issue, parents are excited about the next couple of weeks.

**Room-4** (Linda Spuler)

No report

**Room-5** (Lianna)

The situation in the room is getting better.

**Room-6** (Chris Thames)

No report

**Room-7** (Theresa Fuesting)

No report

**Room-8** (Leasa Butler)

Parents like Ms. Kelli.

**Room-9** (Laurie Garcia)

The room has just completed the standardized test will have the results for parents soon.

***Board Members Report***

**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis talked to Mr. Bob Kehoe about facility expansion plan and explained to him about the expansion need to help with the migration. Mr. Kehoe gave her the appropriate forms to fill out, and explained that the forms will put our request into the queue. Ms. Lewis was told that the agency is hurting for money and has many other needs ahead in queue. Ms. Lewis went on to explain plans to raise money from contractors and other sources.

Mr. Bob Hall explained that NASA must be involved in any of our plans, and that we will need to have a concept with one figure (e.g. cost/square-foot). Mr. Hall will provide Ms. Lewis with a name of the person for her to work with to come up with the plan and figure. Ms. Lewis will package the proposal for BOD to review in preparation to talk with Mr. Hall to determine what to do next.

Ms. Lewis introduced Ms. Nwankwo, and SFEI member, to discuss her issue with her child (on the waitlist) losing sibling points (10 points) after the older sibling graduated from Pre-K or Kindergarten. She said that her child would go through a setback on the wait list because the 10-points is taken away when the older child graduated from the Center. Ms. Nwankwo believes that the policy is unfair because they waited one year and the child on the waitlist did not benefited from the extra points because the Center did not have any openings. Ms. Nwankwo believes that she should be able to retain the sibling points because she has supported the Center in many ways when the older child was at the Center. Ms. Lewis discussed the proposed policy change that she drafted up allowing the sibling point to be kept for such case. Mr. Nguyen stated that the removal of the 10-point is consistence with the intent of the policy, which is to help place siblings together at the Center. Without another sibling there the need to do that no longer exists, and not taking them away would not be fair to the other members on the waitlist that have not had the opportunities to support the Center. Ms. Vandersan concurred with the rationale and suggested that maybe the sibling points (10) be taken away, and 5 points be given to Ms. Nwankwo's child under some other premise. It was undecided as for what reasons the extra points be given for. The discussion ended with the rejection of the proposed policy change, and the issue could be discussed again at a later date.

**Treasurer** (Laurie Garcia)

Ms. Garcia will get together with Ms. Gomez next week to continue the transition of the treasurer duty.

**Secretary** (Louis Nguyen)

No report

**Vice President** (Erica Vandersand)

No report

**President** (Susan Gomez)

Absent

***SFEI Members Report***

### **Walk-ons**

A parent reported that she witnessed an incident where a teacher was overwhelmed by the children and yelled at a child. The parent reported the incident to Ms. Nancy and the Director and wanted to know what happened and what action was taken. Ms. Hirning reported that the teacher did raise her voice to prevent a child from hurting another, which shouldn't have happened. Ms. Hirning talked to the teacher and believed that disciplinary action against the teacher is not necessary.

The parent asked about the procedure for reporting such incident. Ms. Hirning said that the parent handled the situation correctly by letting Ms. Nancy and her know. Ms. Hirning went on to say that it would not be appropriate for the parent to report the incident to the other parents without having a complete account of the incident. The parent disagreed. The Board suggested that such reporting should go directly to the Director, and the Director should investigate all incidents and report the findings to the parent and what action was taken. The Board also suggested that parents should refrain from passing on misinformation to other parents, and wait until any investigation is completed.

Time ran out and the BOD meeting was adjourned.

### **Old Business**

None

### **New Business**

None

The next meeting will be December 20, 2001 (maybe)  
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM